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13 August 1959

MEMORANDUM FOR: Chief, Records Integration Division, DD/P

FROM : Chief, Document Division, OCR

SUBJECT : Transmittal of Certain Documents to DD/I Representatives Abroad

1. CIA publications on standard distribution for DD/I representatives abroad are currently listed on Non-Accountable Material Manifests by OCR/Document Division before being forwarded to RI-DD/P for punching. As discussed with [] we could give faster service if the listing chore for such material were eliminated. The following plan is proposed as a means of accomplishing this end. 25X1

2. Each document involved would be tagged with a pre-printed label specifying the appropriate station and individual for whom it is intended. Multiple copies of a document for a single recipient would be bound together with rubber bands and the label stapled to the top copy. The material placed in a mail bag would be forwarded daily to RI-DD/P.

3. Approximately 75 to 125 items per week are distributed to DD/I representatives at 10-12 stations. Among those items on standard distribution are the [] Consolidated Translation Survey, OSI Reports, Intelligence Publications Index, SRS-DD/I Reports, EIC-WH Series, HIS Quarterly Production Report, National Intelligence Estimates, ONI Review, Air Intelligence Summary, Intelligence Analyst, Scientific Information Report and State Department Bulletin.

4. If you approve this procedure, please sign a copy of this memorandum and return to me. Detailed arrangements can be made directly between [] of this office and [] of the Pouch Section.

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Approval _____

cc: PCS-DD/I
Chief, Analysis Branch
Chief, Control Branch

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